

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

UNDERGROUND STORAGE TANKS (UST) SELF INSPECTION CHECKLIST

Guidelines: In 1986, a State law authorizing the regulation of underground storage tank systems, N.J.S.A. 58:10A-21 et seq., was enacted. In 1990, the New Jersey Department of Environmental Protection (NJDEP) adopted regulations governing the operation and installation of Underground Storage Tanks. The purpose of these regulations is to reduce the likelihood of leaks of hazardous substances from these tanks into soil and ground water and to ensure timely detection and abatement of such releases. The regulations are contained in New Jersey Administrative Code Title 7, Chapter 14B, titled "Underground Storage Tanks." **The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question.** Questions marked with the symbol (☞) may require the help of a NJDEP Certified UST Service Provider.

The regulations require registration and specific spill and leak prevention measures based on the type of tank, age of the tank, and substances stored in the tank system. Based on these factors, the NJDEP has established a time table for installation of key protective measures. After a school conducts a complete inventory of all such tanks, they should consult the regulations and the NJDEP for detailed instructions and mandated dates for enhancements or removals.

The checklist below is directed primarily toward USTs installed containing greater than 2000 gallons of fuel oil and for USTs containing waste oil or other regulated hazardous waste.

Note: Fuel oil tanks with less than 2000 gallon capacity are exempt from these rules.

**UNDERGROUND STORAGE TANKS (UST)
SELF INSPECTION CHECKLIST**

Registration

Please Circle

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| 1.* | Is the underground storage tank system registered with the NJDEP? [N.J.A.C. 7:14B-2.2] | Y N N/A DK |
| 2.* | Is the Registration Certificate for the Underground Storage Tank on-site, prominently displayed and available for inspection? [N.J.A.C. 7:14B-2.6] | Y N N/A DK |
| 3.* | Has the Registration been renewed annually? | Y N N/A DK |

Performance Standards and Engineering Requirements

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| 4.* | Has corrosion protection, spill/overfill protection and for non-petroleum USTs, secondary containment been installed in all existing USTs by December 23, 1993? [N.J.A.C. 7:14B-4] | Y N N/A DK |
| 5.* | Has corrosion protection, spill/overfill protection and secondary containment been installed by September 6, 1994 for heating oil tanks serving non-residential buildings that were installed prior to August 6, 1974 or are of unknown age? [N.J.A.C. 7:14B-4] | Y N N/A DK |

Spill and Overfill Control

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| 6.* | Are there procedures to ensure that USTs are not overfilled during delivery including methods to measure available tank volume and to meter delivery volume immediately prior to delivery? [N.J.A.C. 7:14B-5.1] | Y N N/A DK |
|-----|---|------------|

Comments/Corrective Action

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- 7.* Is there a policy in effect to ensure that the owner or operator of the delivery vehicle is physically present at all times during delivery and capable of quick response should an overfill or spill occur? [N.J.A.C. 7:14B-5.1] Y N N/A DK

Inventory Control and Manual Tank Gauging
Fuel Oil Tanks

- 8.* Are daily inspections and inventory measurements conducted and recorded a minimum of 5 days per week to the nearest 1/8 inch over the full range of tank height? [N.J.A.C. 7:14B-6.5] Y N N/A DK
- 9.* Are substance inputs measured and reconciled using delivery receipts before and after each delivery? [N.J.A.C. 7:14B-6.5] Y N N/A DK
- 10.* Are all deliveries made through a drop tube which extends to within 1 foot of the tank bottom? [N.J.A.C. 7:14B-6.5] Y N N/A DK
- 11.* Are water measurements at the bottom of the tank obtained and recorded monthly to determine the condensation level (using water indicator paste or other comparable product) to the nearest 1/8 inch? [N.J.A.C. 7:14B-6.5] Y N N/A DK

Inventory Control and Manual Tank Gauging
Waste Oil Tanks

- 12.* Are waste oil tanks manually gauged at least weekly at the beginning and end of a minimum 36 hour period during which no waste was added or removed from the tank (based on an average of two consecutive readings) to the nearest 1/8 inch? [N.J.A.C. 7:14B-5.4] Y N N/A DK

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Release Response Plan

13.* Is there a Release Response Plan available for inspection at the school which includes the following items? [N.J.A.C. 7:14B-5.5] Y N N/A DK

- a) Emergency telephone numbers of local and state officials.
- b) Emergency telephone number of the person in charge of the school (when not present).
- c) Name and phone number of any spill clean-up contractor(s).
- d) Procedures to follow in the event of a spill or leak from the UST.

Release Reporting/Investigation/Clean-up

14.* Are all employees aware of conditions listed below which may indicate that a leak is suspected?

- a) Inventory records indicating unexplained loss of material.
- b) Visible product or product vapors in surrounding soil, surface water or adjacent well.
- c) Erratic behavior by product dispensing equipment.
- d) Water levels greater than normally recorded condensation levels.

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15.*☞ When any one of the above suspect conditions occurs, is there a plan to investigate the condition including the items listed below? [N.J.A.C. 7:14B-7.2] Y N N/A DK

- a) Checking inventory records for accuracy.
- b) Conducting visual checks for leakage or damage.
- c) Collecting and analyzing soil and water samples using appropriate methods.

16.*☞ After a release or leak is confirmed, is there a plan which includes the following items? [N.J.A.C 7:14B-5.5] Y N N/A DK

- a) Notify the NJDEP Spill hotline @ (609) 292-7172.
- b) Implement the Release Response Plan.
- c) Immediately empty the tank.
- d) Arrange tank repair.
- e) Comply with reporting requirements of N.J.A.C. 7:14B-7.3.
- f) Clean-up all impacted soils, surface water, ground water and other affected media.

Other Requirements

17.*☞ Are USTs which are currently equipped with cathodic protection operated per requirements of N.J.A.C. 7:14B-5.2? Y N N/A DK

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| 18.* Are repairs conducted only after a repair permit has been received from the NJDEP per the provisions of N.J.A.C. 7:14B-5.4? | Y N N/A DK |
| 19.* Are USTs which are equipped with monitoring systems operated per the requirements of N.J.A.C. 7:14B-6? | Y N N/A DK |
| 20.* Do all newly installed tanks or proposed installation conform to the performance standards of N.J.A.C. 7:14B-4? | Y N N/A DK |
| 21.* Do all tanks placed out of service comply with the provisions of N.J.A.C. 7:14B-9? | Y N N/A DK |
| 22.* Have approvals for tanks placed out of service received prior approvals in accordance with the New Jersey Uniform Construction Code (N.J.A.C. 5:23)? | Y N N/A DK |
| 23.* Have required permits for the storage of combustible and flammable liquids (other than heating fuels) been obtained from the local fire official in accordance with N.J.A.C. 5:18-3.28(a)2? | Y N N/A DK |

Comments/Corrective Action